

SYSTEM OVERVIEW

Security

Logging On & Logging Off

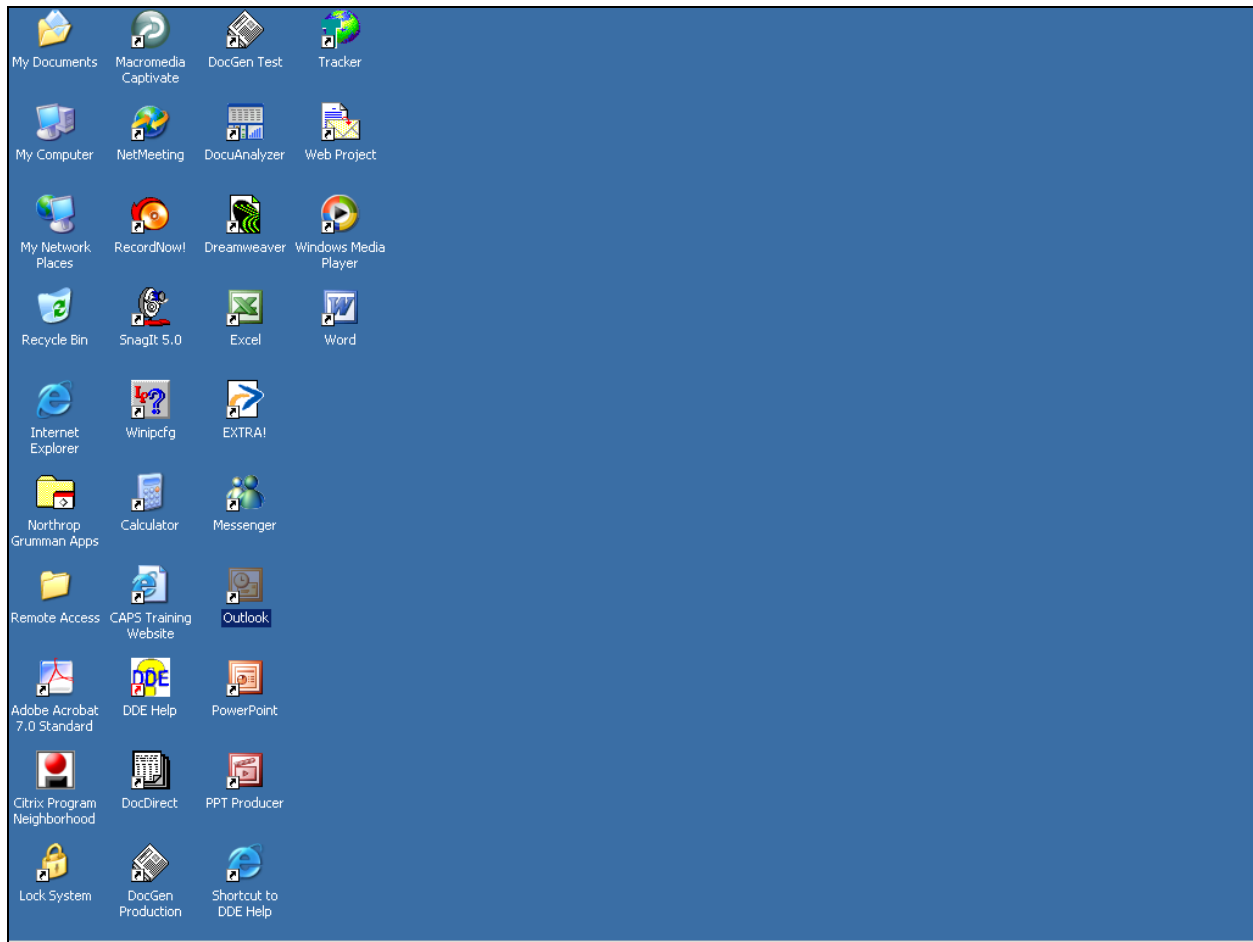
Keyboard Functions

Help Resources

Screen Functions

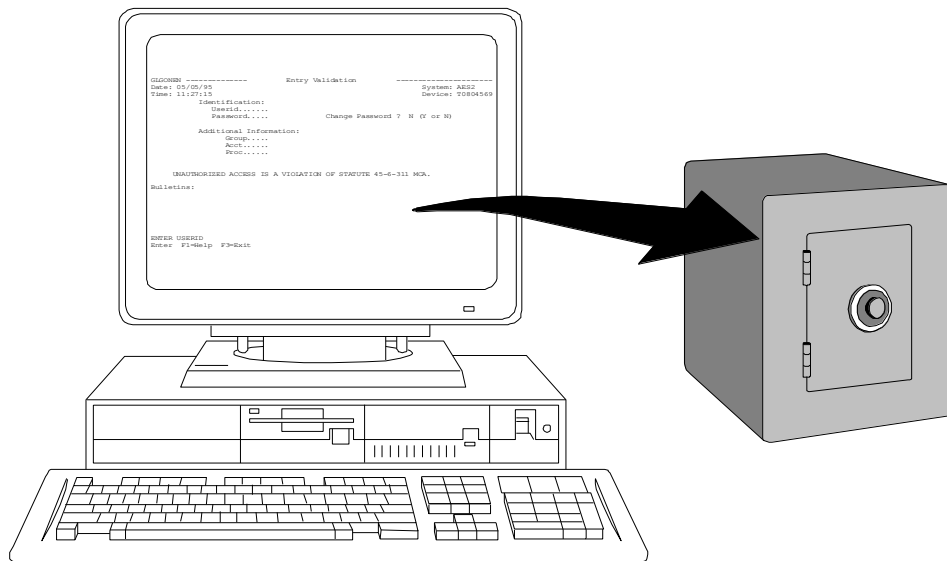
Menus

LOGGING IN



- Security clearance is tied to the User ID and to the Worker Type (within CAPS)
 - CAPS security includes access to screens and approval authority
- Double click EXTRA Display to access the Entry Validation screen

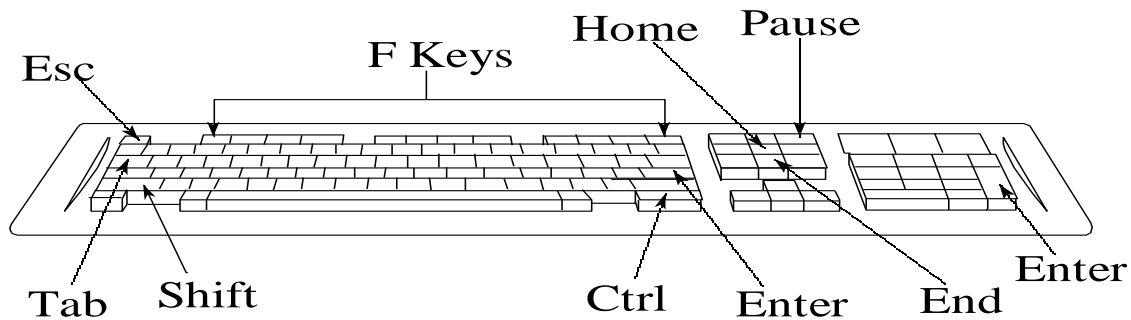
CAPS Security



SO-04

- At the Entry Validation Screen
 - Enter your User ID and Password
 - Your password can be changed by tabbing to “Change Password” and selecting Y (Yes)
 - Once ENTER is pressed, a screen will appear asking you to type in your new password and to confirm the new password
- Password guidelines
 - Your password must be changed every 60 days
 - Your password must be 8 alphanumeric characters
 - Your password cannot use repeating characters (zz, 22, etc)
 - You cannot change your password for at least 15 after a recent password change
 - You cannot reuse a password until you have had five other passwords
 - You will receive a warning seven days before your password expires
 - If you type your password incorrectly three times, you will be locked out and you will need to contact the DPHHS Security Officer
- Once the User ID and Password have been entered, press **Enter** to access the Supersession menu
 - Select **CICS PRODUCTION CICS SYSA** to access CAPS Production
 - If you receive a screen of **CICS/NEWS**, press **F3** to exit this screen
 - From the menu select **CAPS PRODUCTION SYSTEM FS01**

Key Board



SO-05

- TAB - Moves cursor to the next enterable field
- SHIFT/TAB - Moves cursor back one field
- HOME - Moves the cursor to the first enterable field at the top of the screen
 - HOME/SHIFT/TAB will move the cursor to the PATH field
- END - Erases to the end of the line everything to the right of the cursor
- PAUSE - Begins the logoff process/exits CAPS - **VERY IMPORTANT!**
- ENTER - Executes the command to update
- CTRL - Moves the cursor down the screen like the return on a typewriter
- ESC - Unlocks the keyboard when an execution error has occurred

ONLINE HELP

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

11/10/2005 15:19

PERSON DETAIL

CAFSPERD
USER ID : C7TR15 MODIFY
CAPS ID : 00002089 00 NAME: FURST, ADAM

LAST NAME : FURST
FIRST NAME : ADAM
MIDDLE NAME :
SUFFIX : AKA: CAN: N
SEL P/S-- SSN ---- SEL P/S-- SSN ----
P 516-02-0002

ASSIGNED WORKER INFORMATION
WORKER ID: C84142 RGN: 4 CNTY: 025
NAME: HOLLING, PAULA
PHONE NO: 406 442-6550 EXT:
SECONDARY:

----- ADDRESS -----
BIRTH DATE : 07/10/1983 AGE: 22
LINE1 : 57 WOLF SONG DR

Field: P/S
Updated on screen(s): PERD
Notes: Select with a "P" if it is the primary social security Number,
or with an "S" if it is the secondary number.

F3=Exit Scroll: 010

4B :00.1 24/70

Connected to host: 161.7.90.3 (TCP00521) NUM 3:19 PM

- Field-level and screen-level Help explains the purpose of a field or the screen
- For Field Help
 - Press F1, information about that field will be displayed
 - If information is needed for a non-enterable field, use arrow keys to get to the protected field
- For Screen Help
 - Move the cursor anywhere on the screen that is not an input field to obtain screen-level Help
 - Press F1 to display screen-level Help
 - Multiple pages of information may exist

CAPS HELP DESK



SO-07

- CAPS Help Desk is available Monday through Friday from 7:30am - 5:30pm
 - Local number is 444-4125
 - Out of the Helena area call 1-800-285-2361
 - FAX number is 449-3981
 - Contact them for problems while working in CAPS (i.e., help in how to fill out a screen, text/docgen problems, screen abends)
- DPHHS Help Desk is available Monday through Friday from 7:00am - 5:00pm
 - Phone number is 444-9500
 - Contact them for problems OUTSIDE of CAPS (i.e., hardware problems, zip mail, password/user ID problems, system down)
- Problems will be documented for 'fixing'
 - You will be notified when your reported problem has been fixed

SCREEN FUNCTIONS

```
CAFSMAIN                                MAIN MENU                                03/30/2009    15:54
USER ID : CS4566

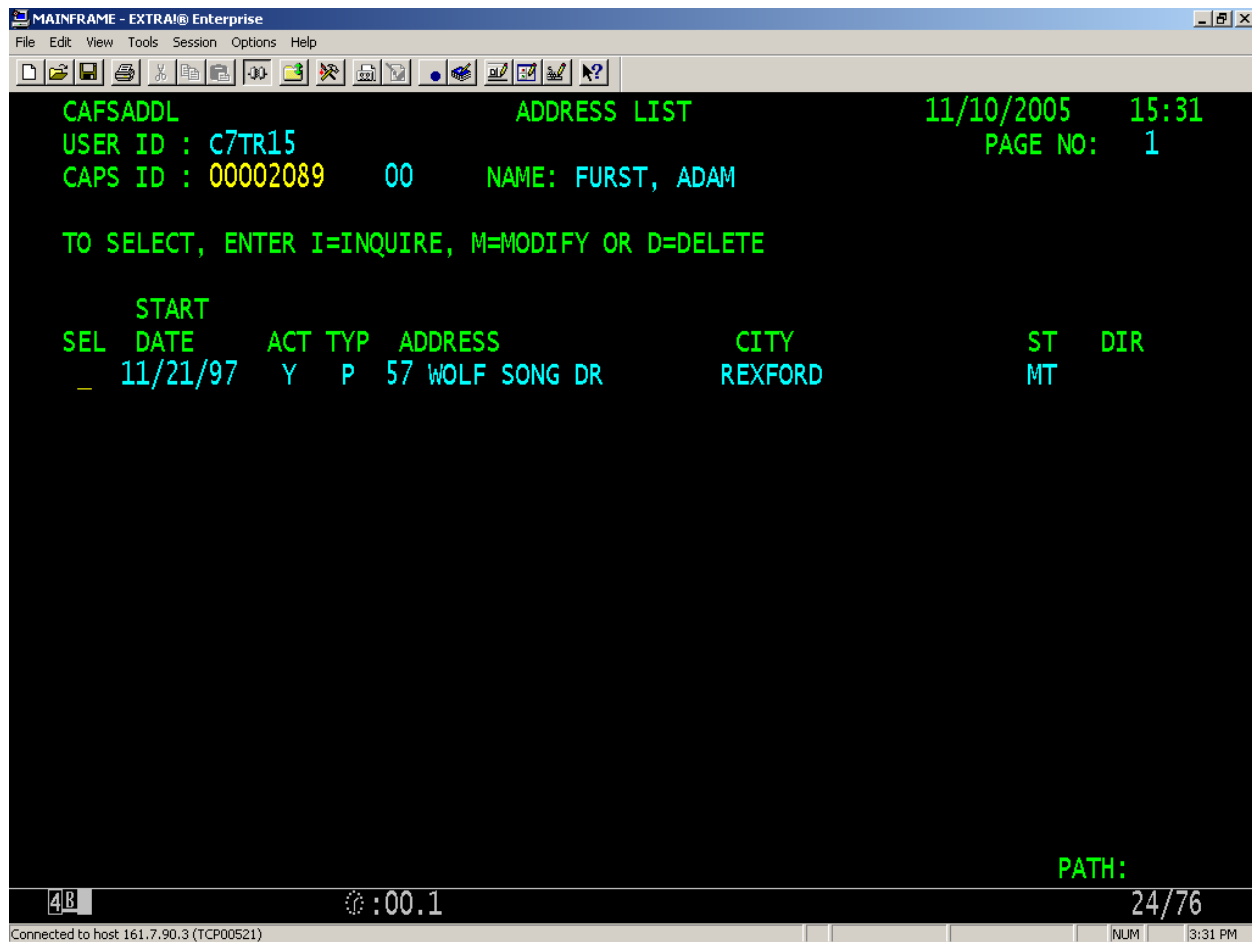
SEL  PATH  DESCRIPTION
-    RRRM  REPORT/REQUEST MENU
-    PSNM  PERSON IDENTIFICATION MENU
-    SERM  SERVICES MENU
-    INTM  INTERFACE MENU
-    WOPM  WORKPLAN MENU
-    PRIM  PROVIDER INFORMATION MENU
-    CONM  CONTRACT MENU
-    PAYM  PAYMENTS MENU
-    UTLM  UTILITIES MENU
-    TRAM  TRUST ACCOUNT MENU

      TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
      HERE ==>      <== AND PRESS F1
      LAST UPDATED  02/26/1999

WELCOME TO THE CAPS QA SYSTEM                                PATH:
```

- Menus, Sub-Menus, List/Detail type screens
 - You will see only those screen/menus for which you have security clearance
 - List screens display all of the detail records that have been added or may be used to initiate the ADD function
 - Detail screens are used to add the actual detail of an event or record item
- Select any Menu by placing the cursor on the SEL (select field) and pressing ENTER
- Error messages are displayed at the bottom of the screen
 - The field in error will be highlighted in red type
- When entering data, type in all lower case letters; CAPS will convert to all caps when the screen is updated
- Dates and numbers (SSN) may be typed without the dashes or slashes
 - Erase any remaining zeros in date fields by pressing END

SCREEN FUNCTIONS



- Most screens require specific selection instructions:
 - A = ADD
 - D = DELETE
 - I = INQUIRE
 - M = MODIFY
 - S = SELECT
- Use your KEY TEMPLATE for “F” (function) key instructions
- The selection type determines in which “mode” the screen is accessed
- The CAPS ID/Provider number in the header or “global” will remain the same from screen to screen until changed
- When entering dates in the CAPS system, you must enter the full year. FOR EXAMPLE:
April 28, 2001 would have to be entered 04282001

MAIN - Main Menu

```
CAFSMAIN                                MAIN MENU                                03/30/2009    15:54
USER ID : CS4566

      SEL  PATH  DESCRIPTION
      -    -    -
      -    RRRM  REPORT/REQUEST MENU
      -    PSNM  PERSON IDENTIFICATION MENU
      -    SERM  SERVICES MENU
      -    INTM  INTERFACE MENU
      -    WOPM  WORKPLAN MENU
      -    PRIM  PROVIDER INFORMATION MENU
      -    CONM  CONTRACT MENU
      -    PAYM  PAYMENTS MENU
      -    UTLN  UTILITIES MENU
      -    TRAM  TRUST ACCOUNT MENU

      TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
      HERE ==>  _  <== AND PRESS F1
      LAST UPDATED 02/26/1999

WELCOME TO THE CAPS QA SYSTEM                                PATH:
```

- This screen is accessible to all users. Certain areas of the system will not be accessible to all users
- This display screen has one select field for each menu option
 - Type any character at the select line or place the cursor at a select line and press ENTER or
 - Type the four-character acronym in the PATH field
 - The appropriate screen is activated upon selection
- Press F3 from any screen to access MAIN
- In order to receive CAPS system update information, position the cursor in the appropriate space and press the F1 key. Update information will include: physical screen changes, screen functionality changes, code table additions, etc.

RRRM - Report/Request Menu

CAFSRRRM	REPORT/REQUEST MENU	06/01/2009	11:52
USER ID : CS4566			
SEL	PATH	DESCRIPTION	
-	RRRL	REPORT/REQUEST LIST	
-	PERS	PERSON SEARCH	
-	PROS	PROVIDER SEARCH	
			PATH: █

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

PSNM - Person Identification Menu

```
CAFSPSNM          PERSON IDENTIFICATION MENU          06/01/2009   11:53
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    PERS  PERSON SEARCH
-    EVEL  EVENT LIST
-    PERD  PERSON DETAIL
-    CLID  CLIENT DETAIL
-    RELL  RELATIONSHIP LIST
-    ADDL  ADDRESS LIST
-    NADE  NON-DFS ADOPTION DATA ENTRY
-    AXED  ASSIGNMENTS/TRANSFERS DETAIL
-    SEAL  SEE ALL CLIENTS SCREENS

PATH:
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

SERM - Services Menu

CAFSSERM	SERVICES MENU	06/01/2009	11:47
USER ID : CS4566			
SEL	PATH	DESCRIPTION	
-	PSNM	PERSON IDENTIFICATION MENU	
-	APPL	APPLICATION LIST	
-	PPLM	PERMANENCY PLAN MENU	
-	GRSL	GROUP SERVICES LIST	
-	CPHL	CLIENT PLACEMENT LIST	
-	SERL	SERVICES LIST	
-	ACTL	ACTIVITY LIST	
-	CRTL	COURT LIST	
-	PROS	PROVIDER SEARCH	
-	CELL	CLIENT ELIGIBILITY LIST	
-	ICPD	INTERSTATE COMPACT DETAIL	
-	PPHL	PERMANENCY PLAN HEARING LIST	
-	IVEL	IV-E REIMBURSABILITY LIST	
			PATH:

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

INTM - Interface Menu

CAFSINTM	INTERFACE MENU	07/28/2009	9:18
USER ID : CS4566			
SEL	PATH	DESCRIPTION	
-	EA1L	EA-1 APPLICATION LIST	
-	TIID	EMERGENCY ASSISTANCE APPL	
-	SIID	SEARCHS INITIAL INQUIRY DTL	
-	MIHL	MEDICAID ISSUANCE HISTORY	
			PATH:

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

WOPM - Workplan Menu

SEL	PATH	DESCRIPTION
-	STFL	STAFF LIST
-	ALER	ALERTS
-	CSLL	CASELOAD LIST
-	AXED	ASSIGNMENTS/TRANSFERS DETAIL

PATH:

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

```

CAFSPRIM                PROVIDER INFORMATION MENU                06/01/2009    11:56
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    -
-    PROS  PROVIDER SEARCH
-    PROD  PROVIDER DETAIL
-    FACD  FACILITY DETAIL
-    PRPH  PROVIDER PLACEMENT HISTO
-    PRTL  PROVIDER TRAINING LIST
-    PRCL  PROVIDER CONTACT LIST
-    PASL  PROVIDER ACTIVE SERVICES
-    CLTL  CLIENT TYPES LIST
-    PRFL  PROVIDER/FACILITY LIST
-    FALL  FACILITY LICENSING LIST

SEL  PATH  DESCRIPTION
-    -
-    FASL  FACILITY ASSESSMENT LIST
-    PADL  PROVIDER ADDRESS LIST
-    PAKD  PROVIDER AKA DETAIL
-    PRPL  PROVIDER PERSON LIST
-    PREL  PROVIDER EVENT LIST
-    FSPL  FACIL SERVICES PROVIDED
-    PRLB  PROVIDER LABELS MENU
-    PBID  PROVIDER BANKING DETAIL
-    PIGD  PROVIDER INFORMATION DET
-    PTID  PROVIDER TAX IDENTIFICAT

```

- ## Transitional Living Specialist Training Guide – *System Overview*

CONM - Contract Menu

```

CAFSCONM                                06/01/2009    11:57
USER ID : CS4566

      SEL  PATH  DESCRIPTION
      --  ---  -
      -  CONI  CONTRACT INQUIRY
      -  CONL  CONTRACT LIST

```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

PAYM - Payments Menu

CAFSPAYM	PAYMENTS MENU	06/01/2009	11:57
USER ID : CS4566			
SEL	PATH	DESCRIPTION	
-	CBPL	CLIENT BASED PAYMENT LIST	
-	PAYA	PAYMENT APPROVAL	
-	WRNH	PROVIDER WARRANT HISTORY	
-	CLPH	CLIENT PAYMENT HISTORY	
-	OPAR	OVERPAYMENT RECOVERY	
-	COPL	CONTRACTED PAYMENT LIST	
-	TRAM	TRUST ACCOUNT MENU	
-	PBID	PROVIDER BANKING DETAIL	
			PATH: █

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

UTLM - Utilities Menu

CAFSUTLM		UTILITIES	06/01/2009	11:58
USER ID : CS4566				
SEL	PATH	DESCRIPTION		
-	USML	USER MAINTENANCE LIST		
-	TABL	CODE TABLE MAINTENANCE LIST		
-	SCML	SERVICE CODE MAINT LIST		
-	FIIL	FINANCIAL INSTITUTION LIST		
-	ACML	ADDRESS/CONTACT MAINT LIST		
-	FARL	FACILITY APPROVAL LIST		
-	FSCL	FUNDING SOURCE CODE SEARCH		
-	CTMD	COUNTY TABLE MAINT DETAIL		
-	ALRD	ALERT MAINTENANCE DETAIL		
-	EVTD	EVENT MAINTENANCE DETAIL		
-	SECM	SCREEN SECURITY MAINTENANCE		
		PATH: <input type="text"/>		

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

TRAM - Trust Accounts Menu

CAFSTRAM	TRUST ACCOUNTS MENU	11/11/2010	15:33
USER ID : CS4566			
SEL	PATH	DESCRIPTION	
-	CSDL	CSED DEPOSIT LIST	
-	CDRL	CSED DEPOSIT RESOLUTION LIST	
-	TIDL	TRUST INCOME DOCUMENT LIST	
-	TREL	TRUST ACCOUNT EXPENDITURE LT	
-	TAHL	TRUST ACCOUNT HISTORY LIST	
			PATH:

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

COTL - Code Table Lookup

```
CAFSCOTL          CODE TABLE LOOKUP          06/01/2009   11:59
USER ID : CS4566                                PAGE NO:    8

TABLE NAME : RELATIONSHIP

TO SELECT, ENTER S=SELECT      START CODE: T

SEL CODE      DESCRIPTION
- SFR         STEP FATHER
- SIS         SISTER
- SLF         SELF
- SMR         STEP MOTHER
- SON         SON
- SPD         STEP DAUGHTER
- SPO         SPOUSE
- SPS         STEP SON
- SPT         SPEECH THERAPIST
- SRO         OTHER SRS STAFF
- SSR         STEP SISTER, MARRIAGE RELATED
- STB         STEP BROTHER - MARRIAGE RELATED
- SWS         DFS SOCIAL WORK SUPERVISOR
- TCH         TEACHER

PATH: RRD1
```

- This screen is accessed by pressing F12 and will display a list of codes appropriate for a particular field
- Select the code with an “S” and press ENTER to bring the code back to the field